

**1. Information on the collection and processing of personal data<sup>1</sup> in relation to customer, supplier or other business relationships**

Trusting working relationships are based on care and transparency. This is why we inform our business partners about how we process data and how data subjects can exercise the rights available to them under the General Data Protection Regulation (GDPR). The personal data we process and the reasons for doing so depend on the individual case and on the contractual relationship in question.

**2. Name and contact details for the controller responsible for processing**

Contractual partner of the prime contract. Alternatively, the MANN+HUMMEL company with which a business relationship exists.

**3. Contact details of the Group data protection officer**

MANN+HUMMEL International GmbH & Co. KG  
Schwieberdingerstraße 126 • 71636 Ludwigsburg  
Telephone: +49 7141 98-0  
[data.protection@mann-hummel.com](mailto:data.protection@mann-hummel.com)

**4. Personal data processed in a business relationship**

- Title, name
- Business contact details including: address, email address, telephone number (landline and/or mobile)
- Contract master data: information necessary for performing the contractual relationship
- Contractual partner payment data/account details
- Determination of credit rating and default risks data
- Account information, especially registration and login data
- Video recordings or photos from location visits if necessary
- Information on central customer data management within the Group
- Information on building and plant security measures
- Information on protection of IT security and IT operations

**5. Origin of data (sources)**

We process personal data that is obtained from our business partners (customers, service providers and suppliers). If necessary, we obtain personal data from publicly accessible sources (such as commercial registers, debtor records and land registers) as well as other companies within the MANN+HUMMEL Group.

**6. Purpose and legal basis for processing**

The collection of this data allows us to:

- identify our business partners
- carry out our business relationship appropriately
- correspond with our business partners
- carry out invoicing
- process any potential liability claims and enforce possible claims
- conduct marketing (email newsletters) if necessary.

According to Article 6(1)(1)(b) of the GDPR, data is processed for the purposes specified for the appropriate preparation and performance of the contractual relationship and for both parties to successfully fulfil their obligations of the contractual relationship.

The data collected by us required for contract performance is stored (Article 6[1][1][c] of the GDPR) until the statutory obligation to do so expires and is then subsequently deleted unless we are legally required to store the data for a longer period, or the business partner has consented to continued storage as per Article 6(1)(1)(a) of the GDPR or we or a third party have a legitimate interest in its storage as per Article 6(1)(f) of the GDPR.

**7. Disclosure of data to third parties**

To fulfil our contractual and statutory obligations, data may be disclosed to various public or internal offices and to external service providers insofar as this is necessary to perform the contractual relationships with our business partners in accordance with Article 6(1)(1)(b) of the GDPR. The data disclosed may only be used by third parties for the abovementioned purposes.

**8. Transferring data to countries outside the European Union (third countries)**

Some of the service providers we use to process data are located in third countries outside the European Union. In order to protect your personal data, we have taken appropriate measures to ensure that the data is processed just as securely in these third countries as it is within the European Union. Our agreements with service providers in third countries include the standard data protection clauses laid down by the EU Commission. These clauses provide suitable guarantees for the protection of personal data when it is processed by service providers in third countries.

**9. Storage period**

We store personal data for as long as is necessary to comply with our statutory and contractual obligations.

In the event that storage is no longer necessary to comply with contractual or statutory obligations, data is erased unless further processing is necessary for the following purposes:

- fulfilling statutory retention requirements
- preservation of evidence in connection with statutory limitation periods. These are controlled by national law.

**10. Rights of the data subject**

**10.1 The data subject has the right,**

- pursuant to Article 7(3) of the GDPR, to withdraw his or her consent from us at any time. This means that we may no longer continue to process data in the future on the basis of this consent;
- pursuant to Article 15 of the GDPR, to request information on personal data processed by us. In particular, information may be requested about the processing purposes, the category of personal data, the categories of recipients to which the data is or has been disclosed, the planned storage period, the existence of a right to rectification, erasure, restriction of processing or objection, the existence of a right to lodge a complaint, the origin of the data if not collected by us, and about the use of automated decision-making including profiling and, if necessary, meaningful information about their details;
- pursuant to Article 16 of the GDPR, to request the immediate rectification of inaccurate or incomplete personal data which is stored by us;
- pursuant to Article 17 of the GDPR, to request the erasure of personal data stored by us, unless the processing is necessary to exercise the right to freedom of expression and information, to fulfil a legal obligation, for reasons of public interest or to establish, exercise or defend legal claims;
- pursuant to Article 18 of the GDPR, to request the restriction of processing of personal data, insofar as the accuracy of the data is contested by the data subject, the processing is unlawful, the data subject opposes the erasure and we no longer require the data, the data subject nonetheless requires the data for the establishment, exercise or defence of legal claims or the data subject, pursuant to Article 21 of the GDPR, has objected to the processing;
- pursuant to Article 20 of the GDPR, to receive the personal data provided to us by the data subject in a structured, commonly used and machine-readable format or to request transmission to another controller and
- pursuant to Article 77 of the GDPR in conjunction with locally applicable law, to lodge a complaint with a supervisory authority. Generally, the data subject can appeal to the supervisory authority of their usual place of residence or place of work or our head office for this.

**10.2 Exercising your rights**

To exercise your rights as a data subject, you can appeal to the responsible company within the MANN+HUMMEL Group or to the Group data protection officer using the contact details provided. We will handle enquiries promptly and in line with the statutory provisions, and notify the data subject of the action we have taken.

**11. Right to object**

Insofar as personal data is processed on the basis of legitimate interests pursuant to Article 6(1)(1)(f) of the GDPR, the data subject has the right pursuant to Article 21 of the GDPR to object to the processing of their personal data insofar as there is justification for this from the particular situation of the data subject.

To exercise the right to object, send an email to:  
[data.protection@mann-hummel.com](mailto:data.protection@mann-hummel.com).

**12. Information on automated decision-making or profiling**

No automated decision-making or profiling is carried out.

**13. Changes to this information**

In the event of significant changes to the purpose for which your personal data are processed or the type and manner of processing, we reserve the right to update this information.

<sup>1</sup> 'Personal data' is hereinafter referred to as 'data'.